

Office of
Personnel Management

Washington, D.C. 20415

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In Reply Refer To.

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Your Reference.

MEMORANDUM

Subject: Mandated OPM Course for Executive Development (XD) Participants

From : Samuel T. Phillips
Acting Assistant Director
Executive & Management Development
Division

Thru: Sally Greenberg, Associate Director EPMD

To : Heads of Personnel Offices in Medium
and Large Agencies

As indicated in FPM Bulletin 920-19, dated May 23, 1979, all XD participants will be required to attend a three-week course especially designed for their development in certain executive competencies. That course will be offered in FY 1980 at each of the three Executive Seminar Centers. A course description and dates are published in the annual program description already mailed to your office.

Since ESC space sales (due August 17) precede final submission of XD program plans (October 1) and actual selection of XD participants (January 1980), agencies have requested some guidance on how many spaces to purchase. In most agencies we anticipate the size of XD programs to be about 10-15 percent of the number of identified SES positions. While we encourage agencies to purchase spaces in the ESC program as early as possible in the XD experience of their training group, the ESC's will not be able to accommodate in FY'80 more than about half of the expected demand government-wide. Thus agencies should anticipate that only about half of their XD participants will attend the ESC program in FY'80 and the other half in FY'81. We will monitor space requests to determine if agencies are in wide variance from the general rule of thumb of purchasing spaces in the FY'80 program of about 5-8 percent of their SES allocation.

Finally, we encourage agencies to use other formal training sources such as the FEI, colleges and universities, private sector courses, etc. in their XD program. However, except in special cases these will not substitute for the ESC three-week course.